

**CASS COUNTY BOARD OF COMMISSIONERS  
REGULAR MEETING**

**February 21, 2019**

The County Board of Commissioners met in regular session on Thursday, February 21, 2019, in the Commission Chambers.

Chair Robert Benjamin called the meeting to order at 7:00 p.m. Commissioner Marchetti provided the Invocation. Commissioner Ausra led the Pledge of Allegiance to the Flag of the United States of America.

Clerk/Register Monica McMichael called roll:

COMMISSIONERS PRESENT: Terry Ausra, Michael Grice, Dwight Dyes, Roseann Marchetti, Robert Benjamin and E. Clark Cobb.

COMMISSIONERS ABSENT: Dixie Ann File.

STAFF PRESENT: Acting County Administrator/Finance Director Angie Steinman and Clerk/Register Monica McMichael.

**INTRODUCTION OF VISITORS**

Visitors introduced themselves.

**APPROVAL OF THE AGENDA**

Commissioner Dyes moved, seconded by Commissioner Grice, to approve the February 21, 2019 Regular Board of Commissioners Agenda as amended. Motion to approve the agenda carried by voice vote.

**PRESENTATIONS**

Conservation District Administrator Korie Blyveis provided an update on the Cooperative Invasive Species Management Area (CISMA).

**RECOGNITIONS**

None.

**CONSENT AGENDA**

Commissioner Marchetti moved, seconded by Commissioner Dyes, that the following items be voted on at one time by roll call vote and be considered as a consent agenda by the Board of Commissioners:

**(M-23-19)** A motion to approve Claims dated January 25, 2019.

**(M-24-19)** A motion to approve the Marcellus Township Police Contract between Marcellus Township, the County of Cass and the Office of the Sheriff, Cass County, for January 1-December 31, 2019.

**(R-25-19)** A motion to allocate Fund Balance in the Correction Officers Training Fund 268 as follows:

Fund Balance	268-362-699.999	\$4,000
Overtime	268-362-706.000	\$4,000

**(M-26-19)** A motion to approve the January 17, 2019 Committee of the Whole Meeting Minutes and the January 17, 2019 Board of Commissioners Regular Meeting Minutes.

**(M-38-19)** A motion to approve Claims dated February 8, 2019.

**(M-39-19)** A motion to approve the payment of invoice #354 in the amount of \$10,981.00 to Southwest Michigan Planning Commission for FY2019 County Contribution.

**(R-40-19) WHEREAS** , There are funds in the amount of \$120,000.00 left in the E-911 CAD Project from last year’s fiscal budget; and

**WHEREAS**, The FY2019 Budget has already been set and a budget needs to be established for these funds as follows:

Fund Balance Allocation	\$120,000.00
CAD Project (E-911)	\$120,000.00

**NOW THEREFORE BE IT RESOLVED** that the Cass County Board of Commissioners approves the budget established in the E-911 CAD Project.

**(R-41-19) WHEREAS**, The Cass County Sheriff’s office has been awarded an additional \$15,320.00 for the purchase of equipment in their Secondary Road Budget; and

**WHEREAS**, the FY2019 Budget has already been set and a budget adjustment is required as follows:

Sec. Road Patrol Grant Revenue	101-000-546.000	\$15,320.00
Sec. Road New Equip. Expenditure	101-304-980.000	\$15,320.00

**NOW THEREFORE BE IT RESOLVED** that the Cass County Board of Commissioners approve the budget adjustment in the Secondary Road Budget.

**(R-42-19)** A resolution to approve the purchase of a 2019 Chevrolet Tahoe from Berger Chevrolet in the amount of \$36,132.00 and the purchase of equipment from Tel-Rad in

the amount of \$5,439.03 for a total cost of \$41,571.03 to be paid out of the Motor Pool Fund and charged to the Sheriff's budget over a four year period.

**(M-43-19)** A motion to approve a FOIA Training Event to be hosted by the Board of Commissioners with expenses to be paid out of the Board of Commissioners Training line item 101-101-861.000 at a cost not to exceed \$300.00.

**(M-44-19)** A motion to approve the February 7, 2019 Committee of the Whole Meeting Minutes and the February 7, 2019 Board of Commissioners Regular Meeting Minutes.

Discussion followed.

The Chair instructed the Clerk to call roll:

Yes (6): Commissioners Grice, Cobb, Marchetti, Benjamin, Ausra and Dyes.

No (0): None.

Absent (1): Commissioner File.

Motion to approve the Consent Agenda carried by roll call vote.

### **COMMITTEE REPORTS**

Commissioners Dyes, Marchetti, Benjamin, Grice and Cobb furnished committee reports.

### **ADMINISTRATOR'S REPORT**

Acting County Administrator/Finance Director Angie Steinman offered the Administrator's Report.

### **FINANCIAL REPORT**

Finance Director Angie Steinman relayed the Financial Report.

### **UNFINISHED BUSINESS**

#### **Cass County Administrator Hiring Process**

**M-45-19** Commissioner Marchetti moved, seconded by Commissioner Ausra, to approve the Cass County Administrator Job Description as amended. Motion carried by voice vote.

**M-46-19** Commissioner Marchetti moved, seconded by Commissioner Dyes, to approve the Cass County Administrator hiring process timeline as amended. Motion carried by voice vote.

## NEW BUSINESS

### Cass County Finance Director Hiring Process

**M-48-19** Commissioner Marchetti moved, seconded by Commissioner Grice, to approve the Cass County Finance Director Job Description as amended. Motion carried by voice vote.

**M-49-19** Commissioner Marchetti moved, seconded by Commissioner Dyes, to approve the Cass County Finance Director hiring process timeline. Motion carried by voice vote.

**M-50-19** Commissioner Marchetti moved, seconded by Commissioner Dyes, to approve the County Administrator, Finance Director and Tara Myer as the member representatives authorized signers for BCBS of Michigan, Delta Dental, Reliance Standard Insurance, ICMA, MERA, MMRMA, CDBG Housing Grant, Rose Street Advisors, Flex Administrators, Maxwell and AFLAC. Motion carried by voice vote.

### Appointment of an Interim Administrator – Chair Benjamin

**M-51-19** Commissioner Cobb moved, seconded by Commissioner Dyes, to appoint Jeff Carmen as Temporary Interim County Administrator to perform the duties as outlined in the "County Administrator" job description until a permanent Cass County Administrator is hired. Any hiring, firing, or department reorganization decisions required the written approval of the Chair of the Board of Commissioners. The Interim County Administrator would work a maximum of 28 hours per week with a bi-weekly salary of \$2,770.

The Chair instructed the Clerk to call roll:

Yes (6): Commissioners Cobb, Marchetti, Benjamin, Ausra, Dyes and Grice.

No (0): None.

Absent (1): Commissioner File.

Motion M-51-19 carried by roll call vote.

### Appointments to Southwest Michigan Planning Commission – Chair Benjamin

**M-52-19** Chair Benjamin moved, seconded by Commissioner Dyes, to appoint Louis Csokasy, Don DeLong, Linda Preston and Doug Tyler as the Cass County Representatives to the Southwest Michigan Planning Commissioner for terms ending 12/31/2019. Motion carried by voice vote.

**M-53-19** Chair Benjamin moved, seconded by Commissioner Dyes, to appoint Roseann Marchetti as the Cass County representative to the Southwest Michigan Planning Commission for a term ending 12/31/2020. Motion carried by voice vote.

**PUBLIC COMMENT**

Prosecutor Fitz thanked Finance Director Angie Steinman for her service to Cass County.

**CLOSED SESSION**

None.

**BOARD MEMBER COMMENTS/ANNOUNCEMENTS**

Commissioner Dyes thanked Angie Steinman for her service to Cass County. He also informed commissioners that he was featured in Leader Publications in honor of Black History Month.

Commissioner Ausra complimented Commissioner Dyes and Ted Yoakum on the article. He also thanked Angie Steinman for her service.

Chair Benjamin informed the board that he, in collaboration with Commissioner Cobb, planned to develop a job description to create a Human Resources Director. He went on to thank the board for being cordial even at times of disagreement.

**ADJOURNMENT**

Commissioner Grice moved, seconded by Commissioner Ausra, to adjourn. The meeting adjourned at 7:37 p.m.

Approved: \_\_\_\_\_  
Date

\_\_\_\_\_  
Robert Benjamin, Chair

\_\_\_\_\_  
Monica McMichael, Clerk/Register